



CITY OF ROCKVILLE
111 Maryland Avenue
Rockville, MD 20850

REQUEST FOR QUOTATION

(THIS IS NOT AN ORDER)

WHEN MAKING INQUIRIES, PLEASE REFERENCE QUOTE #: RFQ 030 FY16	DATE: TUESDAY, FEBRUARY 16, 2016
QUOTATION DUE DATE AND TIME: TUESDAY, MARCH 1, 2016 BY 2PM	REQUIRED DELIVERY/SERVICE COMPLETION BY: MONDAY, MARCH 25, 2016
CONTACT: JESSIE J. WOODS, BUYER I Purchasing Department (P) (240) 314-8431 EMAIL QUOTATION TO: jessie.woods@rockvillemd.gov FAX QUOTATION TO: 240-314-8439 City of Rockville 111 Maryland Ave. Rockville, MD 20850 <i>REFERENCE THE CITY'S REQUEST FOR QUOTATION NUMBER AND DUE DATE ON ALL FAX COVERSHEETS AND IN E-MAIL SUBJECT LINES. OFFERORS ARE RESPONSIBLE FOR THE TIMELY RETURN OF THIS QUOTATION.</i>	
QUOTE: FOB: DESTINATION TO INCLUDE OFF-LOADING, IN ROOM DELIVERY, INSTALLATION, SETUP, CALIBRATION, START-UP, AND TRAINING AS DETERMINED BY THE CITY OF ROCKVILLE. INSIDE DELIVERY <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SHIP TO: FINANCE DEPARTMENT, CITY HALL, 111 MARYLAND AVENUE, ROCKVILLE, MD 20850	
DESCRIPTION	
REQUIREMENTS CONTRACT FOR PREPARATION AND MAILING SERVICES OF UTILITY BILLS AND NOTICES <u>Bidders, Please Return the Following with your Fax or Email.</u> 1) Page 1, bottom portion completed 2) Pages 15-17, Quote Proposal Pricing Pages, completed 3) Pages 18-19, Reference Forms, completed 4) Page 20, Affidavit completed 5) Completed W-9, see link below, page 1	

W-9 Form Required

Each bidder shall submit a completed W-9 form with their quote. In the event of contract award, this information is required in order to issue purchase orders and payments to your firm. A copy of this form can be down loaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

PAYMENT TERMS: <u>NET 30</u>		FOB: <u>DESTINATION</u>	DELIVERY: _____ DAYS AFTER RECEIPT OF ORDER
RESPONDENT'S SIGNATURE SHALL INDICATE COMPLIANCE WITH ALL SPECIFICATIONS, TERMS AND CONDITIONS CONTAINED IN THE REQUEST FOR QUOTATION AND ANY SUBSEQUENT ATTACHMENTS OR ADDENDUM.			
COMPANY LEGAL NAME: _____			
ADDRESS: _____			
CITY, STATE AND ZIP: _____			
SUBMITTED BY: _____			
AUTHORIZED SIGNATURE		DATE	
PRINT OR TYPE NAME AND TITLE			
PHONE: _____		FAX: _____	
E-MAIL: _____		EIN OR SS#: _____	



CITY OF ROCKVILLE
MARYLAND
GENERAL CONDITIONS AND
INSTRUCTIONS TO BIDDERS
REQUEST FOR QUOTATION

1. **TERMS AND CONDITIONS** The terms and conditions of this document govern in event of conflict with any terms of the bidder's proposal, and are not subject to change by reasons of written or verbal statement by the contractor unless accepted in writing. Words and abbreviations which have well known technical or trade meanings are used in accordance with such meanings.
2. **SUBMISSION OF QUOTE** All quotes are to be submitted to the location indicated on the front page of the Request for Quotation form. Unless otherwise specified, the following forms must be submitted:
 - Pricing Form
 - Affidavit (form attached)
 - W-9
 - References, if requested
 - Other forms as requested in the document.

The form must be typed or written in ink. Conditional bids and bids containing escalator clauses will not be accepted. All bids must be regular in every respect and no interlineation, exclusions, or special conditions shall be made or included. Bids must contain an original signature, in the space provided, of an individual authorized to bind the bidder.

3. **LATE BIDS** It is the bidder's responsibility to assure delivery of the bid at the proper time to the designated location. Bids delivered to any other office or location will not be considered.
4. **ADDENDUM** In the event that any addenda to this solicitation is issued, all solicitation terms and conditions will remain in effect unless they are specifically changed in the addendum. It is the responsibility of the bidder to make inquiry as to addenda issued. Oral answers to questions relative to interpretation of specifications will not be binding on the City. Such addendums, if issued, will be posted at:
<http://rockvillemd.gov/business/bids.htm#bids>

Please note, that it is the bidders responsibility to check this site frequently for Addendums, which may impact pricing, this document's requirements, terms and/or conditions. Failure to acknowledge an addendum on the bid proposal form or to sign and return an Addendum with your response may result in disqualification of proposal.

5. **ACCEPTANCE OF BIDS** Unless otherwise specified, the City will accept or reject any or all bids or any or all

items within ninety (90) days after the date of bid opening, unless extended by mutual consent of all parties.

6. **BID WITHDRAWAL** Bids may be withdrawn or modified under the following circumstances:
 - a. Where a mistake is discovered before the bid opening, the bid may be modified or withdrawn by written or electronic notice received by the purchasing agent prior to the time set for bid opening.
 - b. Where a mistake is discovered after the bid opening but prior to contract award, a bid: 1) may be corrected where the error is made and the intended bid price can be determined solely from the bid documents submitted, and the purchasing agent determines that the mistake was inadvertent and bona fide;
 - c. May be withdrawn where the bid was submitted in good faith and the bid price is substantially lower than the other bids due solely to a clerical mistake therein as opposed to a judgment mistake and the mistake was due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid.
 - d. No bid may be withdrawn or award canceled when the result would be prejudicial to the interests of the City or fair competition.
 - e. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or business to whom the contract is awarded, or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
 - f. If a bid is withdrawn or award canceled under the authority of this section, the lowest remaining bid shall be deemed to be the low bid.
 - g. Nothing herein shall prevent the City from rejecting all bids if deemed to be in the interest of the City or fair competition.
7. **BIDDER INTEREST IN MORE THAN ONE BID** Multiple bids received in response to a single solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for a solicitation both as a bidder and as a subcontractor for another bidder, will result in rejection of all bids in which the bidder is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two or more bidders submitting a bid for the work. Any or all bids may be rejected if reasonable grounds exist for believing that collusion exists among any bidders. Bidders rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.

8. **PRICES** Bids must be submitted on a firm, fixed price, F.O.B. Destination basis only unless otherwise specified herein.
9. **ERRORS IN BIDS** When an error is made in extending total prices, the unit price will govern. Erasures in bids must be initialed by the bidder.
10. **TAX EXEMPTION** The City is exempt from the payment of any federal excise or any Maryland sales tax.
11. **SPECIFICATIONS** Bidders are expected to be thoroughly familiar with all bid documents, including all addenda. No consideration will be granted for any alleged misunderstanding of the intent of the contract documents. In the process of assembling and binding the bid documents individual pages or drawings may have been inadvertently omitted. Each bidder shall carefully and thoroughly examine these bid documents for completeness. No claim of any bidder will be allowed on the basis that bid documents are incomplete.
12. **BID AWARD** Award will be made to lowest responsive and responsible bidder complying with all provisions of the Invitation for Bid, provided the price is reasonable and in the best interest of the City to accept. The City reserves the right to award by individual commodities/services, group, all or none or any combination thereof. When a group is specified, all items in the group must be bid.

In determining the responsibility of a bidder, the following criteria will be considered:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the services required;
 - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - c. The character, integrity, reliability, reputation, judgment, experience and efficiency of the bidder;
 - d. The quality of performance on previous contracts or services;
 - e. The previous and existing compliance by the bidder with laws and ordinance relating to the contract or service;
 - f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - g. The quality, availability and adaptability of the goods or services to the particular use required;
 - h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
 - i. Whether the bidder is in arrears to the City or a debt or contract or is in default on a surety to the City;
 - j. Such other information as may be secured by the City having a bearing on the decision to award the contract.
13. **MULTI-YEAR BIDS** Multi-year contracts may be continued each fiscal year only after funding appropriations have been granted. In the event necessary funding appropriation is not granted, the multi-year contract shall be null and void, effective July 1st of the

affected year. Should the vendor decline the City's right to exercise any option period, the City may consider the vendor in default, which may affect that vendor's eligibility for future contracts.

14. **BIDDER'S PAYMENT TERMS** The City will reject as non-responsive a bid under this solicitation, which is conditioned on payment of proper invoices in less than thirty (30) days. However, this does not preclude a bidder from offering a prompt payment discount for payment of proper invoices in less than thirty (30) days.
15. **INTERPRETATION** Any questions concerning terms, conditions and definitions of the contract and bidding regulations shall be directed in writing to the Purchasing Agent. The submission of a bid shall be prima facie evidence that the bidder thoroughly understands the terms of the contract documents. The Contractor shall take no advantage of any error or omission in these contract documents.
16. **BRAND NAME OR EQUAL** Identification of an item by manufacturer's name, trade or brand name, or catalog number is for information and establishment of a quality level desired and is not intended to restrict competition. Bidders may offer any brand which meets or exceeds the specification, unless 'brand name only' is specified. Bids on other makes and/or models will be considered provided the bidder clearly states on the proposal what is being proposed and forwards with the bid complete descriptive literature indicating how the characteristics of the article being offered will meet the specifications. The City reserves the right to accept or reject items offered as an equal.
17. **PLACING OF ORDERS** Orders against contracts will be placed with the Contractor on a Purchase Order (or Procurement Card - Mastercard) executed by the Purchasing Agent or designee. Where Master Agreements have been released by the City, orders may be placed directly with the Contractor by authorized personnel in the ordering Department(s).
18. **MATERIALS** All materials shall be new and free from defects. They shall be standard products of current manufacture. Unless otherwise noted in the contract documents, the Contractor shall abide by specific manufacturer instructions and recommendations on installation and operation.
19. **DELIVERY** Time is of the essence. All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information: 1) the Purchase Order number, 2) Name of the Article and Stock Number, 3) Quantity Ordered, 4) Quantity Shipped, 5) Quantity Backordered, and 5) Name of Contractor.
20. **BILLING** Unless otherwise specified invoices are to be submitted to the "Bill To" address on the Purchase Order immediately upon completion of the shipment or services.
21. **PAYMENT** Payment shall be made after satisfactory performance of the contract/complete delivery in accordance with all of the provisions thereof, and upon receipt of a properly complete invoice. The City reserves the right to withhold any or all payment or portions

thereof for Contractor's failure to perform in accordance with the provision of the contract or any modification thereto. The acceptance by the Contractor of the final payment made as aforesaid, shall operate as and be a release to the City and every officer and agent thereof, from all claims by and liabilities to the Contractor for anything done or furnished for or relating to or affecting the work under the contract.

22. **TRANSFER OF TITLE** The Contractor warrants that title to all work, materials and equipment will pass to the City upon the receipt of payment by the Contractor, free and clear of all liens, claims, interests or encumbrances.

23. **DEFECTIVE MATERIALS/WORKMANSHIP** Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor. If the work shall be found to be defective or to have been damaged before final acceptance, the Contractor shall make good such defect in a manner satisfactory to the City, without extra compensation even though said defect or injury may have not been due to any act or negligence of the Contractor.

24. **CHANGES IN QUANTITIES/ITEMS** The City reserves the right to add or delete any item(s) from the bid in whole or in part at the City's discretion as given in the Bid or Proposal wherever it deems it advisable or necessary so to do and such changes shall in no way invalidate the contract nor affect the bid prices for any item or remaining work. Unit prices submitted in the bid shall not be increased or decreased regardless of changes in quantity. The City may waive minor differences in specifications in bids provided these differences do not violate the specifications' intent nor materially affect the operation for which the items or services are being purchased

The Contractor will be paid for the actual amount of authorized work done or material furnished under any item of the bid at the price bid and stipulated for such item. In case any quantity is increased, the Contractor shall not be entitled to any increased compensation over and above the unit price bid for such item, or any claim for damages on account of loss of anticipated profits should any quantities be decreased. The Contractor shall be responsible for confirming the accuracy of the specified quantities prior to ordering materials or supplies and the City's payment shall be based on the actual quantities incorporated in the work and not the quantities specified in the bid document. The quantities must not exceed the contract specified quantities without specific written authorization of the Purchasing Agent and it is the Contractor's responsibility to obtain said authorization.

25. **DISPUTES** Except as may otherwise be provided by the final agreement, any dispute concerning a question of fact arising under the agreement signed by the City and the Contractor which is not disposed of by the final agreement shall be decided by the City Manager. The Contractor shall be afforded the opportunity to be heard and offer evidence in support of the claim. Pending final decision of the dispute herein, the Contractor shall proceed diligently with performance under the agreement signed by the City and the Contractor. The decision of the City Manager shall be final and conclusive.

26. **EXTRA COSTS** If the Contractor claims that any instructions by the contract documents or otherwise involve extra compensation or extension of time, a written protest must be submitted to the Purchasing Agent within ten (10) calendar days after receipt of such instructions and before proceeding to execute the work, stating in detail the basis for objection. No such claim will be considered unless so made.

27. **LEGAL REQUIREMENTS** All materials, equipment, supplies and services shall conform to applicable Federal and State laws and regulations. The Contractor shall observe and comply with all Federal, State, County and local laws and ordinances that affect the work to be done. The provisions of this contract shall be governed by the laws of the State of Maryland.

28. **INDEMNIFICATION OF THE MAYOR AND COUNCIL** The Contractor shall indemnify and save harmless the Mayor and Council from all suits, actions and damages or costs, of every name and description to which the Council may be subjected or put by reason of injury to persons or property as a result of the work, whether caused by negligence or carelessness on the part of the Contractor, or subcontractors or agents thereof.

29. **ETHICS REQUIREMENTS** In accordance with the City's financial disclosure and ethical conduct policy and/or ordinances a prerequisite for payment pursuant to the terms of this contract is that the Contractor may be required to furnish explicit statements, under oath, that the City Manager, and/or any other officer, agent, and/or employee of the City, and any member of the governing body of the City of Rockville or any member or employee of a Commission, Board, or Corporation controlled or appointed by the City Council, Rockville, Maryland has not received or has not been promised directly or indirectly any financial benefit by way of fee, commission, finder's fee, or in any other manner, remuneration arising from directly or indirectly related to this contract, and that upon request by the City Manager, or other authorized agent, as a prerequisite to payment pursuant to the terms of this contract, the Contractor will furnish to the Mayor and Council of the City of Rockville, under oath, answers to any interrogatories to a possible conflict of interest has herein embodied.

30. **TERMINATION FOR CAUSE** The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms and an award made to next low Bidder, or, articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor or his surety shall be liable to the City for costs to the City in excess of the defaulted contract prices.

31. **TERMINATION FOR CONVENIENCE** This Contract may be terminated, in whole or in part, upon written notice to the Contractor when the City determines that such termination is in its best interest. The termination is effective 10 days after the notice is issued, unless a different time is given in the notice. The City is liable only for payment for goods and services delivered and

accepted or approved by the City prior to the effective date of the termination.

32. **EMPLOYEES** The Contractor shall employ only competent, skillful persons to do the work, and whenever the Contract Administrator Manager shall notify the Contractor in writing that any person employed on the work is, in his opinion, incompetent, disobedient, disorderly, discourteous or otherwise unsatisfactory, such person shall be discharged from the work and shall not again be employed for this contract except with the consent of the Contract Administrator Manager.
33. **TRAVEL TIME**
No payment for travel time to or from the job site shall be charged. Charges begin when the Contractor arrives at each job site and end when the Contractor leaves the job site. The Contract Administrator Coordinator will verify time records.
34. **LANGUAGE** If applicable, the Contractor shall appoint one or more crewmembers or supervisors to act as liaison with the City and emergency services personnel. All liaisons shall be fluently bilingual in English and the Contractor's employees' language(s), and at least one liaison shall be present at each work site at all times when any of the Contractor's employees or agents are at the site.
35. **SENSITIVE DOCUMENTS** Sensitive documents (either electronic or hardcopy documents dealing with critical facilities or sensitive information) received from the City must be handled consistent with the terms of non-disclosure required for application. Contractor is responsible to restrict use of sensitive documents to project participants only and shall take appropriate measure to prevent distribution of sensitive document to anyone inside or outside of the Contractor's company except Contractor's project participants. After completion of the project, all sensitive document remaining in the Contractor's possession shall continue to be governed under the terms of non-disclosure and must continue to be stored in a secure manner. After such records are no longer needed for record purposes, the records shall be destroyed or returned to the City.
36. **DOCUMENTS, MATERIALS AND DATA** All documents materials or data developed as a result of this contract are the City's property. The City has the right to use and reproduce any documents, materials and data, including confidential information, used in the performance of, or developed as a result of this contract. The City may use this information for its own purposes, including reporting to state and federal agencies. The Contractor warrants that it has title to or right to use all documents, materials or data used or developed in connection with this contract. The Contractor must keep confidential all documents, materials and data prepared or developed by the Contractor or supplied by the City.
37. **IMMIGRATION REFORM AND CONTROL ACT**
The Contractor awarded a contract pursuant to this bid shall warrant that it does not and shall not hire, recruit or refer for a fee, for employment under the contract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements

of the Immigration Reform and Control Act of 1986 (the Act), including but not limited to any verification and record keeping requirements. The Contractor shall further assure the City that, in accordance with the Act, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

38. **EQUAL EMPLOYMENT OPPORTUNITY** The Contractor will not discriminate against any employee or applicant because of race, creed, sex, national origin or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex, national origin or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment, layoff or termination, rates of pay or other form of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause

If the Contractor fails to comply with nondiscrimination clauses of this contract or fails to include such contract provisions in all subcontracts, this contract may be declared void AB INITIO, cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further contracts with the City of Rockville. Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements may communicate such information to the City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the Contractor will permit access to the Contractor's books, records, and accounts. If the City Manager concludes that the Contractor has failed to comply with nondiscrimination clauses, the remedies set out above may be invoked.

39. **PERMITS AND REGULATIONS** Unless stipulated elsewhere in these specifications, the Contractor shall be responsible for obtaining and paying for all applicable permits. Where signatures of the City are required in connection with the obtaining of such permits, certificates, etc., the Contractor shall prepare the proper paperwork and present it to the City for signature. City of Rockville Permit fees shall be waived. If the Contractor ascertains at any time that any requirement of this contract is at variance with applicable laws, ordinances, regulations and/or building codes, notification to the Contract Administrator Manager shall be made immediately and any necessary adjustment to the contract shall be made. Without proper notice to the Contract Administrator Manager, the Contractor shall bear all costs arising from the performance of work the Contractor knows to be contrary to such laws, ordinances, etc.
40. **PATENT RIGHTS** Whenever any article, materials, equipment, process, composition, means, or things called for by these specifications is covered by letters of patent, the successful bidder must secure, before using or

employing such article, material etc., the assent in writing of the Owner or Licensee of such Letters of Patent and file the same with the City.

The said assent is to cover not only the use, employment, and incorporation of said article, material, equipment, process, composition, combination, means, or thing in the construction and completion of the work but also the permanent use of said article, material, etc., thereafter by or on behalf of the City, in the operation and maintenance of the project for the purposes for which it is intended or adapted. The Contractor shall be responsible for any claims made against the City, its agents and employees or any actual or alleged infringement of patents by the use of any such patented articles, etc., in the construction and completion of the work, and shall save harmless and indemnify the City, its agents and employees from all costs, expenses, and damages, including Solicitor's and Attorney's fees which the City may be obligated to pay by reason of any actual or alleged infringement of patents used in the construction and completion of the work herein specified.

41. **ABANDONMENT OF OR DELAY IN WORK** If the work under the contract shall be abandoned by the Contractor, or if at any time the City shall be of the opinion and shall so certify, in writing, to the Contractor, that the performance of the contract is unnecessarily or unreasonably delayed, or that the Contractor has violated any of the provisions of the contract or is executing the same in bad faith or if the work is not fully completed within the time specified for its completion, together with such extension of time as may have been granted, the City by written notice, may order the Contractor to discontinue all work there under, or any part thereof, within the number of days specified on such notice. At the expiration of said time the Contractor shall discontinue the work, or such part thereof, and the City shall have the power, by contract, or otherwise, to complete said work and deduct the entire cost thereof from any monies due or to become due the Contractor under the contract. For such completion of work the City may, for itself or its Contractor, take possession of and use or cause to be used any or all materials, tools, and equipment found on the site of said work. When any part of the contract is being carried on by the City, as herein provided, the Contractor shall continue the remainder of the work in conformity with the terms of the contract and in such manner as not to interfere with the City's workmen.
42. **SUBLETTING OR ASSIGNING OF CONTRACT** The City and the Contractor each bind themselves, their partners, successors, assigns and legal representatives of such other parties in respect to all covenants, agreements, and obligations contained in the contract documents. Neither party to the contract shall sublet, sell, transfer, assign or otherwise dispose of the contract or any portion thereof, or of the work provided for therein, or of his right, title or interest therein to any person, firm or corporation without the written consent of the other party, nor shall the Contractor assign any monies due or to become due hereunder without the previous written consent of the City.

43. **SUBCONTRACTING** When allowed, bidders who intend to subcontract any portion of the work including delivery, installation or maintenance will submit to the City prior to the start of work: 1) a description of the items to be subcontracted, 2) all subcontractor names, addresses and telephone numbers and 3) the nature and extent of the work utilized during the life of the contract. This does not relieve the contractor from the prime responsibility of full and complete performance under the contract. There shall be no contractual relationship between the City and any subcontractor.
44. **NO WAIVER OF CONTRACT** Neither the acceptance by the City nor any order, measurement, certificate or payment of money, of the whole or any part of the work, nor any extension of time nor possession taken by the City shall operate as a waiver of any portion of the contract, or any right to damage therein provided. The failure of the City to strictly enforce any provision of this contract shall not be a waiver of any subsequent breach of the same or different nature.
45. **GUARANTEE PERIOD** The Contractor shall warrant and guarantee the work required under this contract for a period of twelve (12) months from the date of Final Acceptance. The Contractor warrants and guarantees to the City, that materials and equipment furnished under the contract shall be of good quality and new unless otherwise required or permitted by the contract documents, that all work will be in accordance with the contract documents, and that all work will be of good quality, free from faults and defects. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. If required by the City, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment. The Contractor's obligation to perform and complete the work in a workmanlike manner, free from faults and defects and in accordance with the contract documents shall be absolute. The Contractor shall remedy, at his own expense, and without additional cost to the City, all defects arising from either workmanship or materials, as determined by the City, or City's representative. The obligations of the Contractor under this Paragraph shall not include normal wear and tear under normal usage.
- If the Contractor does not, within ten (10) days after notification from the City, signify his intention in writing or inaction to correct work, as described above, then the City may proceed with the work and charge the cost thereof to the account of the contract as herein before provided. Warranty documents shall be furnished by the Contractor and shall be delivered to the City before final payment is made.
46. **NOTICE TO BIDDERS** Companies not incorporated in the State of Maryland must be in compliance with the State of Maryland Code of Regulations Title 21, State Procurement Regulations in order to enter into a contract with the City. Pursuant to 7-201 et seq. of the Corporations and Associations, Article of the Annotated Code of Maryland corporations not incorporated in the State, shall be registered with the Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or

foreign business in this state. Before doing any intrastate business in this state, a foreign corporation shall qualify with the Department of Assessments and Taxation." Bidders must supply with their bids their US Treasury Department Employer's Identification Number as such number is shown on their Employer's Quarterly Federal Tax Return (US Treasury Department Form No. 941). Companies located outside Maryland should call 1-410-767-1006, or e-mail: charterhelp@dat.state.md.us.

47. **QUALIFICATION TO CONTRACT WITH PUBLIC BODY:** Bidders must be qualified to bid in the State in accordance with Section 16-202 of the State Finance and Procurement Article of the Annotated Code of Maryland which ordains that any person convicted of bribery in furtherance of obtaining a contract from the state or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

INSURANCE REQUIREMENTS REV2 (09/08)

Prior to the execution of the contract by the City, the Contractor must obtain at their own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The Contractor's insurance shall be primary.

The Contractor must submit to the Purchasing Division, 111 Maryland Avenue, Rockville, MD 20850 a certificate of insurance prior to the start of any work. In no event may the insurance coverage be less than shown below.

Unless otherwise described in this contract the successful contractor and subcontractors will be required to maintain for the life of the contract and to furnish the City evidence of insurance as follows:

MANDATORY REQUIREMENTS FOR INSURANCE

Contractor's insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, officers, consultants, agents and employees and any insurance or self-insurance maintained by the City, shall be excess of the Contractor's insurance and shall not be called upon to contribute with it.

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. Workers' Compensation 2. Employers' Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$500,000 policy limits Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement – signed and dated.
3. Commercial General Liability a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.
4. Automobile Liability a. All Owned Autos b. Hired Autos c. Non-Owned Autos	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. Form CA20 48 02 99 form to be both signed and dated.
5. Excess/Umbrella Liability	Each Occurrence/Aggregate: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage.
6. Professional Liability (if applicable)	Each Occurrence/Aggregate: \$1,000,000	

Alternative and/or additional insurance requirements, when outlined under the special provisions of this contract, shall take precedence over the above requirements in part or in full as described therein.

POLICY CANCELLATION

No change, cancellation or non-renewed shall be made in any insurance coverage without a thirty (30) day written notice to the City Purchasing Division. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

ADDITIONAL INSURED

The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the Contractor's Commercial and Excess/Umbrella Insurance for liability arising out of contractor's products, goods, and services provided under this contract. Additionally, The Mayor and Council of Rockville must be named as additional insured on the Contractor's Automobile and General Liability Policies. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

SUBCONTRACTORS

All subcontractors shall meet the requirements of this Section before commencing work. In addition, Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

CERTIFICATE HOLDER

The Mayor and Council of Rockville

RFQ 030 FY16, REQUIREMENTS CONTRACT FOR PREPARATION AND MAILING SERVICES OF UTILITY BILLS AND NOTICES

City Hall

111 Maryland Avenue

Rockville, MD 20850

**RFQ 030 FY16
REQUIREMENTS CONTRACT FOR PREPARATION, PRINTING
AND MAILING SERVICES FOR UTILITY BILLS AND NOTICES**

SPECIFICATIONS

1. PURPOSE

The intent of this Request for Quote is to establish a requirements contract with a responsible Contractor to perform printing and mailing services for the City of Rockville Finance Department's Utility Bills and Notices.

2. TERM

The initial contract term shall begin July 1, 2016 through June 30, 2019. The City reserves the right to extend the contract for two (2) additional one-year periods beginning July 1 through June 30 of each year renewed. Multiyear contracts may be continued each fiscal year only after funding appropriations and program approval have been granted by the Mayor and Council of Rockville. In the event that the Mayor and Council do not grant necessary funding appropriation, then the affected multiyear contracts become null and void, effective July 1 of the fiscal year for which such approvals have been denied.

3. CONTRACT VALUE

This is a requirements contract for providing a readily available source to serve at the City's discretion for services specified. The quantities listed are the City's best estimate and are not to be taken as a guarantee for any specific dollar expenditure or for any future quantities.

4. SCOPE OF SERVICES

The Contractor must have the capability to perform all services required to print and mail routine utility bills and penalty notices each month. These services include, but are not limited to, printing, folding, sorting, inserting, sealing, bar coding, metering, validating, preparing, transporting, and mailing.

Contractor must be able to extract billing data from spool files provided through the City's billing software system. Contractor will receive electronic data files from the City and will process this data to generate printed City utility bills and penalty notices. Services must be compatible with the City's billing system and provide a means for secure data transmission and confirm receipt of data. The City will review these data files for completeness and accuracy prior to transmission to the successful bidder.

All associated services must be performed by the Contractor "in-house" at the Contractor's production facility. It is unacceptable for the Contractor to subcontract any of these services.

Supplies must be provided by Contractor including but not limited to all envelopes and paper stock. Contractor will provide necessary materials to include:

- a) Billing statements 8 1/2" x 11" with City Logo and horizontal perforation with a pre-printed backer. (Contractor will print backer)
- b) Ink: One-color black. (Color for logo [red and blue] and inserts as needed)
- c) Paper: White, #24 laser bond.
- d) Outgoing envelope: #10 generic windowed with security tint.
- e) Remittance envelope: #9 generic envelopes with security tint.

The Contractor must support bill insert services, in which the Contractor can print inserts and mail or receive inserts from the City and mail. City departments have occasionally needed special inserts printed. These services should be charged at an all-inclusive per unit fee. Contractor should provide the capability of selective insertion and allow for pre-printed inserts to be provided by the City.

Contractor must pre-process data for address certification and pre-sort for lowest first class rate. Software used to pre-sort must be USPS approved. Any non-certified addresses should be reported to the City within 30 days for correction in future billings.

Once a work order is placed, Contractor will be expected to begin work within three (3) hours during normal business hours. Confirmation of receipt must be provided. The Contractor will be required to print, insert, and mail via first class postage, within 24 hours of receipt. Normal business hours of operation are 8:30 a.m. through 5:00 p.m. Monday through Friday, except holidays.

Provide access to image of bills. The City wants to have the ability to view, print, fax or email images of the bills sent by mail for a specified period of time (a minimum of 120 days) after mailing.

Contractor shall supply the equipment and labor necessary to fold the bills in modified tri-fold so that second fold is on the horizontal perforation line and the completed bill will fit properly into the mailing envelopes. Contractor shall insert bill and return mailing envelope along with insert(s) when applicable, into mailing envelope and seal mailing envelope. Contractor shall ensure flaps are properly sealed and secured before mailing.

The Contractor will be required to sort and insert multiple bills that are addressed to the same property owner into a common envelope. The Contractor will be required to suppress return envelope stuffing for accounts designated as auto pay or bank withdrawal and for ACH customers. The Contractor will be required to print supplemental messages, codes and other information on the bills, notices and envelopes at the City's direction. The Contractor may periodically be required to insert supplemental documents into the mailings at the City's request.

All postage shall be processed and applied in accordance with USPS mail standards and regulations and any subsequent changes throughout the life of the Contract, plus any optional renewal periods. The Contractor must identify and use the lowest cost postage alternative for each item mailed based upon size, weight, zip code and other pertinent considerations. The Contractor must deliver printed and sorted bills to the nearest US post office within 24 hours after the data files are transmitted, no later than the 15th of every month.

The Contractor shall provide all eligible postage discounts (i.e. automation discounts, presorts, barcodes or related processes) metered at the minimal rate as provided by USPS for each class or type of mail. The City shall not be held responsible for additional costs for mail pieces metered in error by the Contractor; any additional postage as a result of Contractor error shall be at the Contractor's expense and shall not be assessed to the City.

Contractor shall have a contingency and backup plan in the event that the contractor's equipment should fail. Contractor shall have on site or immediate access to backup equipment or a 24-hour equipment service contract. Solicitation response shall include bidder's proposed contingency plan.

Contractor, after each work order, shall provide a total piece count of mail to the Finance Department contact administrator, either by email or phone, before the mail is delivered to the post office.

Contractor shall deliver completed mail to its closest mailing facility within one business day after placed work order from the Utility Billing Department. Contractor will complete all form(s) required by the US Postal Service for each mailing and a copy(s) shall be emailed to Roshan Sohoratally, Utility Revenue Supervisor, at: rsohoratally@rockvillemd.gov.

Contractor shall notify the City immediately regarding any potential or actual delays in the mailing service process.

Contractor shall at all times during the Contract term remain responsive and responsible.

Optional Services

The City may, during the term of this contract, desire to purchase additional services from the Contractor in order to enhance the level of service it provides to its customers. Contractor responding to this RFP should respond in detail regarding their ability to provide the optional services they provide that would benefit our customers or the City. The inability to provide any or all the optional services will not cause a Contractor's proposal to be declared non-responsive; however, the ability to provide such services will be considered as part of the selection process. Pricing for optional services will be considered as part of the selection process. Pricing for optional services must be in addition to, and readily distinguishable from, prices quoted for document printing and mailing services.

5. LOCATION OF VENDOR

The physical location of the Contractor should be within the borders of the United States.

6. CITY RESPONSIBILITIES

The City's Finance Department shall contact the vendor to schedule a work order during normal business hours, 8:30 am to 5:00 pm, Monday thru Friday.

The City will provide a total piece count report to the Contractor with each work order request.

The City will guarantee that sufficient funds are available in the City's Postal Permit Account to cover the current mailing or be liable for additional reasonable charges to cover any necessary travel and labor expenses incurred to make an additional trip the Suburban General Mailing Facility.

The City reserves the right to investigate or inspect at any time whether the product, qualifications, or facilities offered by Contractor meet the Contract requirements. The City shall have the right to inspect the printed and folded bills during the printing and folding process to insure accuracy and proper procedures are being followed.

7. SAMPLES

Samples of the statement (8 1/2" x 11"), past due notice (8 1/2" x 11"), # 9 return envelope (3 3/4" x 8 3/4"), inserts (8 1/2" x 11" or 3 7/8" x 9 1/4") and # 10 mailing envelope (4 1/8" x 9 1/2") are provided in Attachment A of this document.

8. BILLING DATES AND ESTIMATES

The City of Rockville Finance Department prepares the utility bills and penalty notices two (2) times per month. Below is the schedule and estimates of Utility Bills that are processed each month.

- 15th of each month approximately (4,500-5,500 pieces) Utility Bills
- 18th through 20th of each month approximately (700-1,100 pieces) Penalty/Shut Off Notices
- Approximate total Utility Bills processed in a month: (5,200-6,600 pieces)

9. DELIVERY FAILURES

Failure of a Contractor to prepare, print and/or mail within the time specified without notice of delay, or failure to make replacements of rejected articles when so requested, shall constitute authority for the City to make emergency purchases on the open market of articles of comparable grade to replace the articles not delivered or rejected. On all such purchases, the Contractor shall reimburse the City within 30 days for any expense incurred in excess of contract prices.

10. INSURANCE

The successful vendor must obtain and keep in force and effect during the term of the contract insurance coverage as specified in the City of Rockville Insurance Requirements document pages 8 and 9.

11. CONTRACTUAL QUESTIONS

Any contractual questions pertaining to this quote shall be directed to Mr. Jessie Woods, Buyer I, (240) 314-8431, email: Jessie.Woods@rockvillemd.gov.

12. CONTRACT ADMINISTRATOR

After award, any matters pertaining to this contract shall be directed to: Roshan Sohoratally, Utility Revenue Supervisor, (240) 314-8421, email: rsohoratally@rockvillemd.gov.

13. QUALIFICATIONS OF VENDOR

The Contractor shall perform all specified work using properly trained and skilled workers supervised by the Contractor. The Contractor shall be licensed and bonded in the State of Maryland and shall have a minimum of five (5) years experience in mailing services similar in size and complexity as being requested by the City of Rockville.

14. REFERENCES

Each bidder is to provide at least three (3) references with which similar mailings services have been performed. Please provide on the City of Rockville Reference Form the reference name, contact information, average mailing services size,

frequency of mailings and the length of time bidder has provided this service. References provided should be for services that have occurred within the last three (3) years. The completed Reference Form must be submitted with the quote.

15. ORDERING AND PAYMENT METHOD

It is the intention of the City to place orders and make payments to the Contractor through the issuance of a purchase order. Orders for service will be placed verbally by authorized employees of the City. The Contractor will be provided a list of authorized City employees upon award of the contract.

All invoices must reference the purchase order and should be mailed to:

City of Rockville
Finance Department
Attn: Roshan Sohoratally
111 Maryland Avenue
Rockville, Maryland 20850

16. PRICES

Prices/discounts quoted shall be net, inclusive of all charges for transportation FOB Destination delivery. Bids quoting other than FOB Destination shall be considered non-responsive and shall be rejected. Prices/discounts shall remain firm for the duration of the contract.

Prices/discounts shall not include Federal, State or Local taxes. The City's tax exemption certificates will be issued upon request.

17. CONTRACT AWARD

The contract shall be awarded to the lowest responsive and responsible bidder complying with all provisions of this Request for Quotation, provided the bid prices are reasonable and it is in the best interest of the City to accept it. The City reserves the right to reject the bid of a vendor who has previously failed to perform properly or complete on time services of a similar nature, or a bid of a vendor who investigation shows is not in a position to perform the service.

18. CHANGES IN WORK

The City may at any time, by written order, make changes to the Contractor's obligations or methods of performance within the general scope of this agreement. If any change causes an increase or decrease in work to be performed under this Agreement, the City shall make an equitable adjustment in the fixed price amount, the fee rate structure, the performance schedule, or other affected terms, as appropriate and shall make written modifications to this agreement. The Contractor must assert its right to an adjustment under this clause in writing within ten (10) calendar days from the date of receipt of the written order. The Contractor's non-response to the City's written order shall be deemed as an acceptance by the Contractor, with no necessary modification to this Agreement.

**CITY OF ROCKVILLE
REQUEST FOR QUOTATION
RFQ 030 FY16**

**REQUIREMENTS FOR PRINTING AND
MAILING OF UTILITY BILLS AND NOTICES**

VENDORS MUST BID ON ALL ITEMS

CITY OF ROCKVILLE PRICING SUMMARY				
PRINTING AND MAILING SERVICES			Base 3 Year Contract* July 1, 2016 - June 30, 2019	
Item No.	Description	Est. Qty/Month	Unit Price	Extended Price
1	Initial Set-up Fee**	1	\$	\$
UTILITY BILLS				
2	Print & Mail w/2 Inserts (Bills & Envelopes)	5,000	\$	\$
<u>Cost Break Down</u>				
	Print (Only - Bills)	5,000	\$	\$
	Print (Only - Mailing Envelopes & Return Envelopes)	10,000	\$	\$
	Prepare & Stuff Inserts (Bills & Return Envelopes)	10,000	\$	\$
	Mailing/Postage	5,000	\$	\$
TOTAL			\$	\$
LATE NOTICES				
3	Print & Mail w/2 Inserts (Penalty/Shut Off Notices & Envelopes)	1,000	\$	\$
<u>Cost Break Down</u>				
	Print (Only - Penalty/Shut Off Notices)	1,000	\$	\$
	Print (Only - Mailing Envelopes & Return Envelopes)	2,000	\$	\$
	Prepare & Stuff Inserts (Notices & Return Envelopes)	2,000	\$	\$
	Mailing/Postage	1,000	\$	\$
TOTAL			\$	\$
TOTAL MONTHLY COST FOR PRINTING AND MAILING 6,000 BILLS & NOTICES			\$	\$

* Pricing will be constant for the duration of the contract, regardless of the duration selected by the City at the time of award

** The Initial Set-up Fee will be a one-time fee, regardless of the duration of the contract

NAME OF BIDDER _____ RETURN WITH QUOTE

CITY OF ROCKVILLE PRICING SUMMARY						
PRINTING AND MAILING SERVICES			Option Year 1* July 1, 2019 - June 30, 2020		Option Year 2 July 1, 2020 - June 30, 2021	
Item No.	Description	Est. Qty/Month	Unit Price	Extended Price	Unit Price	Extended Price
1	Initial Set-up Fee**	1	\$	\$	\$	\$
UTILITY BILLS						
2	Print & Mail w/2 Inserts (Bills & Envelopes)	5,000	\$	\$	\$	\$
<u>Cost Break Down</u>						
	Print (Only - Bills)	5,000	\$	\$	\$	\$
	Print (Only - Mailing Envelopes & Return Envelopes)	10,000	\$	\$	\$	\$
	Prepare & Stuff Inserts (Bills & Return Envelopes)	10,000	\$	\$	\$	\$
	Mailing/Postage	5,000	\$	\$	\$	\$
TOTAL			\$	\$	\$	\$
LATE NOTICES						
3	Print & Mail w/2 Inserts (Penalty/Shut Off Notices & Envelopes)	1,000	\$	\$	\$	\$
<u>Cost Break Down</u>						
	Print (Only - Penalty/Shut Off Notices)	1,000	\$	\$	\$	\$
	Print (Only - Mailing Envelopes & Return Envelopes)	2,000	\$	\$	\$	\$
	Prepare & Stuff Inserts (Notices & Return Envelopes)	2,000	\$	\$	\$	\$
	Mailing/Postage	1,000	\$	\$	\$	\$
TOTAL			\$	\$	\$	\$
TOTAL MONTHLY COST FOR PRINTING AND MAILING 6,000 BILLS & NOTICES			\$	\$	\$	\$

* Pricing will be constant for the duration of the contract, regardless of the duration selected by the City at the time of award

** The Initial Set-up Fee will be a one-time fee, regardless of the duration of the contract

CITY OF ROCKVILLE PRICING SUMMARY

OPTIONAL SERVICES			Base 3 Year Contract July 1, 2016 - June 30, 2019	Option Year 1 July 1, 2019 - June 30, 2020	Option Year 2 July 1, 2020 - June 30, 2021
Item No.	Description	Est. Qty/Month	Extended Price	Extended Price	Extended Price
1	Print & Stuff Additional Insert* (Black & White)	5,000	\$	\$	\$
2	Print & Stuff Additional Insert in Color (As Seen in Attachment A)	5,000	\$	\$	\$
3	Print & Mail w/Color and 2 Inserts** (Logo in Color)	6,000	\$	\$	\$

* Additional Insert to be included with bills only

** 2 Inserts consists of both bill/notice and return envelope

Please note: All quantities are *estimated* quantities only. Total piece counts will vary with each pick up and with each month.

Contingency/ Back-up Plan in case of Equipment Failure:Back-up equipment available ☐ YES ☐ NO

If checked "YES", please provide documentation detailing contingency plan.

24-hour equipment service contract ☐ YES ☐ NOExceptions

Do you claim an exception to any specification in this quote? Why?

Insurance

The successful bidder will be required to furnish a Certificate of Insurance, Endorsements and Waiver in accordance with the City's Insurance Requirements Terms and Conditions. Please indicate below by checking off one of the following:

_____ YES I *will* be able to provide the required insurance documents._____ NO I *will not* be able to provide the required insurance documents.Addenda

Acknowledgment is hereby made of the following Addenda, *if any*, (identified by number) received since issuance of this quote: _____

NAME OF BIDDER _____ RETURN WITH QUOTE



REFERENCE FORM

The bidder shall be a competent and experienced Contractor with an established reputation within the community. The bidder shall have provided mailing services a minimum period of five (5) years. Bidder shall furnish a representative list of three (3) current contracts and two (2) completed contracts for similar services with information to include completion date, contact name, address and phone number.

The City may make such investigation, as it deems necessary to determine the ability of the bidder to furnish the services and the bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the contract and deliver the service herein.

1. Company Name _____

Contact Person: _____

Phone: _____

Project Value: _____ Completion date: _____

Project/Contract Number and Description: _____

2. Company Name _____

Contact Person: _____

Phone: _____

Project Value: _____ Completion date: _____

Project/Contract Number and Description: _____

3. Company Name _____

Contact Person: _____

Phone: _____

Project Value: _____ Completion date: _____

Project/Contract Number and Description: _____

NAME OF BIDDER _____ RETURN WITH QUOTE

LIST THE LAST TWO CONTRACTS COMPLETED BY YOUR FIRM.

4. Company Name_____

Contact Person:_____

Phone:_____

Project Value:_____ Completion date:_____

Project/Contract Number and Description:_____

5. Company Name_____

Contact Person:_____

Phone:_____

Project Value:_____ Completion date:_____

Project/Contract Number and Description:_____

NAME OF BIDDER_____ RETURN WITH QUOTE

A F F I D A V I T

I hereby affirm that:

I am the _____ and the duly authorized representative of the firm of _____ whose address is _____

and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

AFFIDAVIT OF QUALIFICATION TO CONTRACT WITH A PUBLIC BODY

1. Except as described in Paragraph 2 below, neither I nor the above firm nor, to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the state, including any bi-county or multi-county entity), has:

- A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following:
 - (1) bribery, attempted bribery, or conspiracy to bribe.
 - (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract.
 - (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property.
 - (4) a criminal violation of an anti-trust statute.
 - (5) a violation of the Racketeer Influenced and Corrupt Organization act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract.
 - (6) a violation of Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland.
 - (7) conspiracy to commit any of the foregoing.
- B. pled nolo contendere to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph.
- C. been found civilly liable under an anti-trust statute of the State of Maryland, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.
- D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph.

2. [State "none," or as appropriate, list any conviction, plea or admission as described in Paragraph 1 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any]. _____

3. I further affirm that neither I nor the above firm shall knowingly enter into a contract with the Mayor and Council of Rockville under which a person or business debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

I acknowledge that this Affidavit is to be furnished to the Mayor and Council of Rockville and, where appropriate, to the State Board of Public Works and to the Attorney General. I acknowledge that I am executing this Affidavit in compliance with the provisions of Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland which provides that persons who have engaged in certain prohibited activity may be disqualified, either by operation in law or after a hearing, from entering into contracts with the Mayor and Council of Rockville. I further acknowledge that if the representations set forth in this Affidavit are not true and correct, the Mayor and Council of Rockville may terminate any contract awarded, and take any other appropriate action.

NON—COLLUSION AFFIDAVIT

1. Am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

2. Such bid is genuine and is not a collusive or sham bid

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Mayor and Council of Rockville, Maryland (Local Public Agency) or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant. **I do solemnly declare and affirm under the penalties of perjury that the contents of these affidavits are true and correct.**

Authorized Signature and Title _____

Date _____

RETURN THIS FORM WITH YOUR QUOTE